

DEPARTMENT OF SOCIAL SERVICES

CHILDREN'S DIVISION

P.O. BOX 88

JEFFERSON CITY, MISSOURI

April 19, 2005

MEMORANDUM**What's Inside**

- **New forms: CS-ILP-2, and CS-ILP-2 Attachment**
- **Detailed requirements for processing contractor payment invoices**

TO: REGIONAL EXECUTIVE STAFF, CIRCUIT MANAGERS AND
CHAFEE INDEPENDENT LIVING SPECIALISTS

FROM: FREDERIC M. SIMMENS, DIRECTOR

SUBJECT: CHAFEE FOSTER CARE INDEPENDENCE PROGRAM COVER
INVOICE
ILP CONTINUUM OF SERVICES CONTRACTOR SERVICES
SUMMARY
FORMS MANUAL REVISION: [CS-ILP-2](#), [CS-ILP-2
ATTACHMENT](#) AND [INSTRUCTIONS](#)

REFERENCE: CHILDREN'S DIVISION

DISCUSSION:

The purpose of this memorandum is to inform staff of the new procedure the Chafee Foster Care Independence Program contracted providers will utilize when submitting payment for services rendered. This memorandum also explains the requirements for processing the payment invoice.

In order for a Chafee Foster Care Independence Program contracted provider to receive payment for services rendered they must complete the following information for payment processing within the SAM II payment system:

Chafee ILP Cover Invoice (CS-ILP-2):

- Contractor must include on this invoice their name, address, tax identification, signature and fill in number of hours worked and total payment for each position, with the complete total of payment for all services rendered.
- The ILP Specialist must verify that the information the contractor completed is accurate and factual to the best knowledge of the Specialist. Specialist must sign and date the invoice as proof of verification.
- The approval designee, which may be the ILP Specialist's direct supervisor, circuit manager or regional field support manager, must also sign and date the invoice so that payment may be processed.

Independent Living Continuum of Services Contractor Services Summary (CS-ILP-2 Attachment):

- Contractors must complete this itemized detailed summary of all services rendered under the Continuum of Services contract as supportive documentation to the Chafee ILP Cover Invoice in order to receive payment. This Summary is divided into three sections: log of services rendered, log of training attended, and log of purchase reimbursements. Contractor must sign and date.
- The ILP Specialist must verify that the information the contractor completed is accurate and factual to the best knowledge of the Specialist. Specialist must sign and date this supportive documentation as proof of verification.
- As this is supportive documentation included with the Chafee ILP Cover Invoice, the approval designee does not have to sign the CS-ILP-2 Attachment.

Along with the Chafee ILP Cover Invoice and Independent Living Continuum of Services Contractor Services Summary the contracted provider must include further supportive documentation depending on what type of services for which the payment is being requested.

Payment for services directly involving youth or indirectly affecting youth require a sign-in sheet listing the youth and DCN of the youth participating in or benefiting from the service and an agenda of the activity.

Payment for mileage will require a monthly expense report detailing to/from and purpose. However, contracted providers do not need to complete SAM II coding on the actual monthly expense report, as this document is only being used for supportive evidence, not as an actual SAM II invoice.

This completed SAM II payment packet should be submitted by the contracted provider to the ILP Specialist in their region. Once the ILP Specialist receives this SAM II payment packet and verifies, by their signature, that invoice is accurate and true, the payment process begins.

Below is the estimated timeframe for processing a payment:

County Office: 7 business days. During these seven days the ILP Specialist should verify payment, the approval designee should sign for authorization to process payment, the SAM II clerical should enter payment into SAM II. Please note that no contractor shall have access to payment services systems, SAM II or CSIPS.

Central Office - Contract Management: 7 business days for payments of less than \$3000, 10 business days for payments in excess of \$3000. During this seven days, payment will be reviewed and approval will be entered into SAM II.

Division of Budget and Finance: 7 business days. During this seven days, payment will be approved and processed for single check or EFT payment OR

payment will be rejected and returned to the county office with description of the error.

NECESSARY ACTION:

1. Review revised *Forms Manual*.
2. The CS-ILP-2 and CS-ILP-2 Attachment are not available at the warehouse. They are available through One Form and each contractor has received a hard copy of the form.
3. Destroy the old version of the CS-ILP-2, Independent Living Program Trainer/Support Activities Contractor Invoice (5/95).
4. All questions should be cleared through normal supervisory channels.

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Attachments: ILP Cover Invoice ([CS-ILP-2](#))
Independent Living Continuum of Services Contractor Services Summary
([CS-ILP-2 Attachment](#))
[Instructions for CS-ILP-2 and CS-ILP-2 Attachment](#)